



EL Hogar Del Nino –Reopening Safety Plan

Our number one goal during this pandemic is working together to prevent the spread of Covid-19. EL Hogar Del Nino is committed to the safety and well-being of our families, staff, vendors, and partners, and we are taking every precaution to keep everyone safe. El Hogar Del Nino remains highly committed to our mission, especially as parents navigate all the additional challenges of having older kids at home for extended periods during this time.

What we need to know:

A. New class size:

- PS and School age children will have a class size of 10 kids per classrooms.
- 0 to 3 children will have a class size of 6 kids per classroom.

(Probably on a temporary basis June-August)

B. We will be implementing social distancing of 6 feet.

C. We will have to come back in stages. (3 stages/phases). First phase will start between June 29 and July6 depending approval of DFSS, DCFS. Second phase will be after our first 4 weeks of operation. Phase 3 will be announce accordingly. Our goal is to operate at full capacity by the end of phase/stage three.

- **In the first phase,**

- At the end of first phase The 0 to 3 Program will have one Infant classroom open, two Toddler classrooms and three 2-year old classrooms. There will be no more than 8 children per classroom. There will be three permanent teachers per classroom. We will slowly opening**
- During the first 4 weeks the Preschool Program will have three classrooms open with no more than 10 children per classroom. There will be three permanent teachers per classroom.**
- SA Program will open with 2 classrooms with 10 children.**
- Home Visiting Program will continue operating remotely during first and second phase.**

Phase 1: June 22 to July 30, 2020 upon approval of DFSS/DCFS.

During phase one we will have two learning options: eLearning and Center Based.

New procedures as follows:

- A. Hours of Service will be 8.30 a.m. to 4.00 pm this is with the goal of not having too much traffic or staff in the building at one time. These schedules may change depending on parent needs as well staff availability.
- B. Parents will not be allowed to enter the building; instead, we will have two drop-off and pick-up stations located in 1718 and 1710 doors. Due to the circumstances, parents will not be able to drop off their child if they are 10 minutes late.
- C. Upon arrival we will take child temperature before child enter the building, parents need to follow 6 feet distancing all the time while dropping off or picking off time.
- D. Parents will need to wear masks at drop off and pick time.
- E. Parent will report their child's temperature and report if the child does not have fever, shortness of breath or cough.
- F. Parents will sign in and sign out at the Drop-off and pick-up stations. Only 2 adults will be allowed in our pick up, drop off list. Parents needs to update their emergency list before we come back.
- G. We will have hand sanitizer available at pickup/ drop off stations to clean children's hands.
- H. If parent needs to talk to teacher or their assigned FSS, they will request by phone or email a phone conference or virtual meeting through Microsoft Teams.
- I. Parents will provide a blanket on the first day of re-open, the blanket must be in a Ziploc bag with child's name, and the blanket will be washed in the Center each day. No additional items will be allowed. (Toys, backpacks etc.)
- J. Parents will provide an extra pair of shoes. The extra shoes will stay at the Center.
- K. We will take staff temperature before they enter the building.

Drop Off and Pick Up:

Enrollment, SA, and FSS staff will be responsible to walk children to their classrooms during drop off, and to the main door during pick up-they will be positioned at the drop off and pick up stations, and supervisors will assign their turns.

Classrooms.

- Once in the classroom, teacher will follow their daily schedule, the following will be recommend: Limit the mixing of children, such as staggering playgrounds times and keeping groups separate for special activities such physical activity, art etc.
- Toys will need to be cleaned and disinfecting twice a day. Before opening and at closing.
- Teacher will continue observing children and report immediately if child has signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness, fever.

Protective Equipment for Staff:

El Hogar Del Nino will provide two (2) washable protective mask as well disposable mask, Gloves, 2 washable scrubs, and 2 T-shirts will also be provided.

Facilities:

- Twice a month the entire building will be disinfecting and sanitizing.
- Additional to our daily cleaning schedule maintenance staff will focus on cleaning and disinfecting common areas: lunchroom, bathrooms, handrails, doorknobs, etc.
- We will have cleaning supplies available in the playground area. Teachers needs to use cleaning supplies before and after they use the playground area
- Hand sanitizer dispensers have been installing throughout the building including playground and gross motor room.
- Teachers will clean all surfaces areas and toys every two hours.
- Social distancing signs as well hand washing hands and face cover signs will be posted thorough the building such bathrooms, reception, lunch room, conference rooms parent lounge, teacher lounge, classrooms, and administrative offices.
- To avoid contamination while in the Center plastic shields are installed in administrative offices as well reception area.
- Elevator use will be limited to transport food and for staff with limited mobility.
- All deliveries will be in Reception Area.
- Outside vendors will be required to wear gloves and mask (Catering Company, cleaning supplies company, Cleaning Company etc, Nurse Consultant Mental Health Consultant.)

Meetings:

During phase one, all meetings including parent meeting, all staff meetings, and department meeting will be conducted via Microsoft teams, or other platforms.

In order to make sure we maintain 6 feet distancing, Face-to-face meetings will be permitted with no more than six (6) staff per meeting.

We will limit the presence of nonessential visitors and postpone or cancel use of classroom volunteers.

Admin Staff:

Departments who share spaces will take turns to come to the Center (e.g. Two days working from home and three days at the Center or vice versa/ per department). Departments with more than six (6) staff members will take turns to come to the center and /or work from home. Supervisors will be responsible to schedule the time of their teams according needs of department.

E Learning:

We will continue to follow the E Learning Plan we have in place. Children and families who are not going to be present at the Center will continue to receive virtual support from teachers, Family Support Specialists and the Diverse Support Coordinator in conjunction with the E Learning plan.

Health Specialist: The Health Specialist will make sure our health procedure is in place and implemented

General precautions per the CDC:

Require sick children and staff to stay home.

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff who come to the center sick or become sick while at our facility to be sent home as soon as possible.
- Keeping sick children/staff separate from well children/staff until they can be sent home.
- Sick staff members should not return to work until their symptoms are cleared.

If staff gets sick:

- In case someone gets sick or has a fever while working, we will ask them to leave the building immediately, and to notify us in 72 hours if she/he tested positive.
- If Staff needs to wait for a ride to go home they should go to the designated waiting area and stay there until their ride comes.
- After staff leave the building, maintenance crew will clean and disinfect the waiting area.
- After 72 hours of fever-free, staff will be able to return to work.
- If staff member tested positive for COVID-19 their working area will be closed disinfected and sanitizing office within 24 hrs.
- We will inform parents and staff and follow CDC and IDPH precautions/instructions.
- If she/he does not tested positive for COVID-19, they need to bring a doctor note or test results.
- If staff tested positive for covid-19 HR Manager will communicate with DCFS license representative within 24 hrs. We are committed to maintain confidentiality.

Procedures if children get sick while in the Center:

If child presents covid-19 symptoms: fever, coughing, difficulty breathing:

- We will immediately move child to a designated area.
- We will call parents and ask them to pick child up as soon as possible.
- We will monitor fever while child is waiting
- We will ask parents not to bring child until he/she is fever free for at least 72 hrs.
- We will clean, sanitize and disinfect the children waiting area after child leave the center.
- If child tested positive for covid-19 we will ask parents to let us know as soon as they have the results.
- If we have a positive case, we will close child classrooms and within 24 hrs. Clean, sanitize and disinfect the area.

- We will inform parents about the positive case and maintaining confidentiality. As well, inform them about our cleaning/sanitizing procedure.
- We will inform staff about positive case and cleaning and sanitizing procedure.
- If we have a positive case Program Director/or Coordinator will notify DCFS license representative within 24 hrs. Of knowing the results.

Playground Area:

Only one classrooms at a time will be able to use the playground area, after each use the playground area will be clean and disinfected. Teachers are responsible to verify the playground was clean and disinfected before they enter the playground. Tracking cleaning sheets will be posted in the two doors of playground area.

Gross-Motor Room:

Only one classrooms at a time will be able to use the gross motor room. After each use, the gross motor room will be clean and disinfecting. Teachers are responsible to verify the gross motor room was clean and disinfected before they enter. Tracking cleaning sheets will be posted in the gross motor room.

Sleeping and Naptime Time:

Used bedding (sheets and blankets) will be washed at the Center. Each child’s crib or cot will be kept separate (6 feet apart). Teachers will mark each spot for cribs and cots with tape on the floor to ensure proper distancing. Cribs, cots and blankets should be labeled for each child. Cots and cribs will be cleaned daily. Blankets should be washed every week.

Diapering:

Teachers will follow the safe diaper changing procedures. Procedures should be posted in all diaper-changing areas.

Reinforce Precautions

We will continue encourage staff to take every day preventative actions to prevent the spread of respiratory illness.

Wash Hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Always wash hands with soap and water if hands are visibly dirty.

Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.

Face coverings will be required:

- In hallways and when entering/exiting the facility for all persons over age 2
- In classrooms for children over age 2 to the extent practicable
- In classrooms for staff (masks or face shields)
- During outdoor play, face coverings for children and staff are optional

Staff Availability:

During phase one and/or during the first 4 weeks, EL Hogar is committed to maintain three teachers per classrooms. Teachers will be in the same classrooms with the same group of children. A team of teachers will be available to cover classrooms during staff absences. To fulfill this obligation our floaters will be available an on call if needed. If necessary, we will continue using our independent substitute Agency (Child Care Providers)

Children attendance and staff absences:

Monitor and Plan for Absenteeism among Teaching Staff: The Cover Specialist will communicate to the staff the importance of reporting when she/he will be absent or arriving late. The Cover Specialist will update absences and late arrivals on a spreadsheet which will be shared with Educational Coordinators

Our Data specialist will monitor children absenteeism after 3 or more absences and no contact with parents we will inform local health department. If absences are related to Covid-19, we will report to health department or any required governmental entity
HR Department will monitor staff absences and follow our internal procedure as well report to health department or any required governmental entity if the absence is related to Covid-19.

Notes:

Our back to work guidance will change according needs/challenges we may face and/or any other requirement by IDPH, DCFS and DFSS with the goal to continue serving families in a safe environment for staff and children.

Phase 2 will be announced a week before July 30th.